

PROBATION AND PAROLE OFFICER/JUVENILE  
Interview Questionnaire

I. Background Information

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Person(s) Conducting Interview

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\_\_\_\_\_  
\_\_\_\_\_

II. Work Experience (Technical Skills)

1. I have reviewed your application and have some idea as to your work experience. However, now that we have talked about the organization and established the position for which you are interested, tell me about specific items in your current or past experience that you believe to be pertinent to this organization and the position in particular. Mention any relevant special projects/reports that you have worked on or done.

*Definition: possess the technical skills to successfully perform job functions, i.e., Banking, investments, revenue, expenditure, computer systems, auditing, etc.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Leadership**

2. Describe your work style and your approach to accomplishing challenging or difficult work tasks and projects.

*Definition: Can lead others in performance of duties even under difficult circumstances.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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3. Define what “professional” means to you and share examples of professional conduct that you have demonstrated at work.

*Definition: Able to look outside of prescribed procedures to develop new methods of solving problems.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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4. Tell me about a time you had to handle an angry co-worker/client. What did you specifically say to diffuse the situation?

*Definition: Able to maintain a problem solving approach during interpersonal conflict. Can remain positive when dealing with hostility or time pressures.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Follows Policies & Procedures**

5. Tell me about a time when you disagreed with established policy and procedures. What did you do?

*Definition: Rarely breaks rules; can see the need for rules; if in disagreement with a rule will suggest changes and shows why rule should be changed.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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6. Describe a situation in which you worked on a team confronted with a challenging assignment. What did you do to help the team meet deadlines?

*Definition: Can keep focus and remains goal oriented under pressure.*

<b>Very strong evidence required skill is not present</b> 1	<b>Strong evidence skill is not present</b> 2	<b>Some evidence skill is present</b> 3	<b>Strong evidence skill is present</b> 4	<b>Very strong evidence skill is present</b> 5

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**Organization**

7. How flexible are you when it comes to other duties, such as last minute projects, deadlines, staff requests for assistance on a daily basis? How well are you able to handle interruptions during the day while completing task and still stay on task?

*Definition: Able to plan and organize work.*

<b>Very strong evidence required skill is not present</b> 1	<b>Strong evidence skill is not present</b> 2	<b>Some evidence skill is present</b> 3	<b>Strong evidence skill is present</b> 4	<b>Very strong evidence skill is present</b> 5

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**Self-Direction**

8. Give me a specific time when you were given a complex assignment, halfway through your supervisor was unavailable, and you were unsure of what to do next. What did you do?

*Definition: Can start work assignments without being told; when dealing with difficult people can maintain focus and get work done; when facing a roadblock will persist and find ways to remove it.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Work Ethic**

9. Tell me about your greatest work accomplishment to date.

*Definition: Shows pride in work and ability to independently develop improvements in work processes.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Communication**

10. Tell me about an improvement in work processes you developed and how you got others to follow the new procedure.

*Definition: Can get buy-in from co-workers to affect a positive change.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Motivation**

11. Tell me about the factors that have contributed the most to your growth as an employee.

*Definition: Can find positive motivators in most situations.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**Work Ethic/Planning**

**12. Tell me about your career goals, short-term and long-term.**

*Definition: Displays positive goals and shows forethought and understanding of what it takes to accomplish those goals.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**13. What three aspects of a job are important to you?**

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**Communication**

**14. It is possible, of course, to be loyal to your employer but still to disagree with some rules and policies. Describe a situation in which you did not agree with your boss's decision and felt strongly about it. Cite an example in your own experience being sure to detail your actions?**

*Definition: Able to communicate with management in a positive way to resolve conflict without negative effects on performance.*

Very strong evidence required skill is not present 1	Strong evidence skill is not present 2	Some evidence skill is present 3	Strong evidence skill is present 4	Very strong evidence skill is present 5

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**15. Describe a situation in which someone was unhappy with your performance. How did you respond?**

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**16. Do you have any additional questions that you would like to ask concerning the position(s) or organization?**

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**17. Have you received an "Unsatisfactory" or Needs Improvement" service rating in the past five years? For what reasons?**

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**18. Has your merit increase or annual raise been withheld within the last 5 years? For what reasons?**

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19. Have you received any disciplinary actions within the last 5 years? For what reasons?

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20. During the last 5 years, have you been terminated for disciplinary reasons or separated during your probational period? For what reasons?

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21. Are you still interested in the position(s)?                      YES                      NO